

## Contingency Fleet Plan checklist

The Iowa DOT Office of Public Transit (OPT) has policies in place guiding the Public Transit Equipment and Facilities Management System (PTMS) process for revenue vehicles, found at <http://www.iowadot.gov/transit/policies/PTMSPolicies.pdf>. The low-vehicle usage policy exempts contingency fleet vehicles from affecting other vehicles from losing PTMS points or from dropping off the PTMS list for low mileage. "Contingency fleet vehicles are exempt from this policy as long as an approved Contingency Fleet Plan is on file with the Iowa DOT, including the vehicle ID numbers and justification of need. A vehicle disposition request must also be approved by OPT each year. It is strongly suggested that Contingency Fleet Plans be submitted to OPT by July 1 of each year."

In order to assist Iowa's public transit agencies in creating a Contingency Fleet Plan, the following checklist has been developed:

- \_\_\_\_\_ State Fiscal Year covered  
*A new/updated Contingency Fleet Plan will be required each year that a contingency vehicle is listed in the inventory.*
- \_\_\_\_\_ Description of current fleet  
*Number of each vehicle type and total number of vehicles.*
- \_\_\_\_\_ Spare ratio of fleet  
*Note: Spare vehicles are not the same as contingency vehicles. Spare vehicles are used often in place of vehicles being maintained. Contingency vehicles are kept for special circumstances where the current fleet is not large enough to accommodate a transportation service need. Contingency vehicles also are not considered part of the active fleet and do not count in the calculation of the spare ratio.*
- \_\_\_\_\_ Listing of vehicle(s) proposed for contingency use  
*Vehicle ID number(s) and type. Include date(s) vehicle delayed disposition requests sent to OPT. No vehicle may be placed in the contingency fleet unless the vehicle has reached the end of its minimum useful life.*
- \_\_\_\_\_ Emergency/extraordinary situations that require use of contingency fleets
- \_\_\_\_\_ Maintenance plan for contingency vehicles
- \_\_\_\_\_ Storage plan for contingency vehicles

Please have completed Contingency Fleet Plans submitted to the Iowa DOT OPT by July 1.